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How to name resume file

Given article text here The #1 Mistake to Avoid Sending Your Resume as a .TXT File Because Text Files Strip Out All Formatting This is the most common mistake people make when it comes to their resumes. Sending your file as a .TXT format can make your resume look unorganized and unprofessional. Always send your resume as a PDF or DOCX file to ensure that it retains its formatting. A Well-Named Resume File Name is Crucial for Professionalism A well-named resume file instantly conveys professionalism and makes it easy for hiring managers to find your application. Use Your Full Name Avoid generic names like "Resume.docx" and include the word "Resume". Include the Job Title for Extra Clarity If you want to make it easier for HR teams to spot relevant applications, include the job title in your file name. The Benefits of Using Keywords in Resume File Names Keyword inclusion can be beneficial for both applicant tracking systems (ATS) software and recruiters. ATS: Some ATS software scans file names for keywords matching job descriptions. Recruiter Identification: A well-named resume file helps recruiters quickly see who you are and what role you're applying for. Creating a Professional Resume Naming System If you have multiple resumes, managing them can be tricky. Create a resume naming system by using your full name followed by the company name or job title. This will help you stay organized and ensure that you submit the right version every time. Common Mistakes to Avoid Generic Names: Resume.docx Version Numbers: CV_v3.docx unless paired with a date Random File Names: John_Resume_123.docx Special Characters: John$Smith&Resume.docx A Quick Checklist Before Submitting Your Resume Check the file name Does it follow best practices? Convert to PDF If possible, send it as a PDF to maintain formatting. Proofread Your Resume Ensure it's free from typos or formatting errors. Check File Size Keep it under 1MB for easy email and ATS submission. Renaming Your Resume File for a Strong First Impression Consider renaming your resume file before submitting an application to make a lasting impression on recruiters. Include only your name, job title, and the word "resume" in the file name. This helps with version control and lets recruiters know the document is up-to-date. For example: Jane_Smith_Marketing_Resume_June2024.pdf Consistency Across All Application Documents Use a similar format for all files you submit, such as John_Doe_Resume.pdf, John_Doe_Cover_Letter.pdf, John_Doe_Portfolio.pdf Avoid generic names and special characters. Instead use underscores or hyphens to separate words. For example: Jane_Smith_Product_Designer_Resume.pdf Instead of: Jane Smith Product Designer Resume#.pdf Use proper capitalization and keep file names concise. J_Smith_Marketing_Manager_Resume.pdf instead of jane_smith_marketing_manager_resume.pdf use consistent naming conventions in your application documents to avoid disorganization. For example, if your resume is named "John_Doe_Resume.pdf", ensure other documents like "John_Doe_Cover_Letter.pdf" follow a similar format. Avoid using outdated job titles or information by updating your file name to reflect your current job title or the one you are applying for. Use PDF and DOCX formats, as they are widely accepted and preserve formatting integrity, ensuring compatibility with Applicant Tracking Systems (ATS). Avoid image-based formats like JPG or PNG, as they may not be readable by ATS. Customize your resume file name for each job application by including company names or job IDs to show attention to detail. File Name Best Practices for Resumes: Enhance Readability and SEO File names on resumes should be concise yet informative, using Title Case to improve readability. Include your full name to establish personal branding. Avoid special characters and spaces, opting instead for underscores or hyphens. **Recommended File Names:** * John_Doe_Project_Manager_Resume.pdf * Jane_Smith_Marketing_Manager_Resume.docx Adding the date, such as "Jane_Smith_Resume_June2024.pdf," facilitates version control. Consider using a consistent format across all documents for a cohesive image. Avoid abbreviations in your resume file name, as they can be unclear. Include job title and date to help recruiters quickly identify the position and ensure it's current. Use PDF or DOCX formats for ATS compatibility. Choose a simple and descriptive file name without special characters, including relevant keywords. If you're applying to a job, it's best to use your full legal name in your resume file name to maintain professionalism and consistency. Including your LinkedIn profile link in the resume content is okay, but not in the file name. When submitting an updated resume, including a date or version number can help show that you've kept track of changes. Following any specific instructions in the job posting, like file naming conventions, is important because it shows you pay attention to detail and can follow directions.